

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for A & M

DATE: 19 February 1948

FROM : Executive for I & S

SUBJECT: Accessibility of Personnel Files for Review by Security Agencies

Reference is made to a conversation between representatives of this office and Mr. Kelly concerning the security aspect of making available personnel files for review by representatives of security agencies of the government. This problem is important from the standpoint of controlling security information made available to representatives of security agencies, providing protection for the individual, and guaranteeing that such information is made available only to accredited representatives. In like manner, information concerning action by the Employee Review Board should receive special protective measures. It is believed that the most appropriate method of handling this matter is as follows:

1. In those cases where personnel files contain memoranda of any form pertaining to a security disapproval, such memoranda should be removed from the file prior to the review by the representative of the security agency and the security representative informed that inquiry concerning security information should be directed to Chief, Investigation Division, Central Building.
2. In all cases which have been acted upon by the CIA Employee Review Board, all references pertaining to action by the Board, including notices of suspension, etc., should be deleted from the file prior to being made available to the representative of the security agency. In those cases where the individual has resigned prior to final action by the Board the resignation of the individual should not be deleted from the file. Any inquiry for security information concerning such cases should be referred to Chief, Investigation Division, Central Building.
3. In those cases where an individual has been removed from CIA by virtue of action by Employee Review Board, replies to inquiries as to the reason for such termination should be on the basis that termination has been effected in accordance with Public Law #253 of 80th Congress. In like manner, any inquiries for security information concerning such cases should be referred to Chief, Investigation Division, Central Building.

Your concurrence in the above is requested.

27 February 1948

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SHIRLEY B. EDWARDS
Colonel, G.S.C.

Executive for Inspection and Security

Exec. for Adm. and Mgt.

cc: Chief, Personnel

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